

Kansas Department of Health and Environment

Health Occupations Credentialing *Information Update*

900 S.W. Jackson, Ste. 1051-S

Topeka KS 66612

May 1998

**PLEASE FORWARD THE FOLLOWING TO ALL
APPROPRIATE PERSONNEL ➤**

Route To: _____

Certified Aides: Nurse, Home Health and Medication

Evaluation for Exceptions to Ban: The evaluation form has been modified.

HOC is now asking that the instructor of the course answer the questions on the front of the form. The facility representative comments section is on the back and has not changed. The intent of the form is to document the positive changes that occur by allowing training in facilities with a ban. Facilities are requested to return the form within ten days of course completion. Additional exception courses will not be approved until the follow-up evaluation has been received for preceding courses. Attachment A is a copy of the evaluation form.

CASAS Reading Test: According to Diane Glass at the Kansas Department of Education, the recommended test for potential certified medication aide and home health aide students is the CASAS reading test. The test consists of two parts: 1) an appraisal test which is used primarily to identify weaknesses in reading areas and 2) a diagnostic test which measures not only what one knows but also a person's ability to read and use information. The part used for aide testing is the diagnostic test, level C, form 615. The minimum passing score is 235. The CASAS is criterion referenced rather than norm-referenced, making it more appropriate for use in aide testing than other reading tests. Schools wanting to administer the CASAS test may participate in training conducted by the Department of Education. Questions about CASAS should be directed to Diane Glass, Department of Education, (785) 296-7159.

Medication Aide Instructors: Please verify that aides are eligible to work as a CNA **before** issuing a medication aide certificate. HOC recommends checking **prior** to enrollment by calling the Kansas Nurse Aide Registry (785) 296-6877.

CNA Test Updated: Form 1 of the CNA test was updated and replaced for the January 1998 administration.

Criminal Background Check: HOC is implementing KSA 39-970 and KSA 65-5117, which take effect July 1, 1998. These new laws mandate review of the criminal history of individuals involved in the care of the frail and elderly population in Kansas. **Only Kansas licensed adult care homes and home health agencies are required to participate.** They are mandated to check the criminal background of individuals who are not licensed or registered by the state. They cannot knowingly employ an individual with prohibited convictions. **There is no provision against training an individual with prohibited convictions**, but students should be informed of this law. Information on the process may be helpful for educational institutions and associations, so Attachment B is "*Frequently Asked Questions about Criminal Background Checks Under KSA 39-970 and KSA 65-5117.*"

Notice to Test Letters: As of October 1, 1997, HOC no longer requires the ID slip for admittance to the test site. Each candidate must present two forms of identification, one being picture identification - not a photocopied picture ID - to be admitted to the test site. Candidates must still fill out the ID slip since this is used for tracking purposes. Instructors must submit the identification slip, a copy of each candidate's social security number, and the fees with the class roster. HOC will then send the instructor the "Approval to Test Notice" advising of the scheduled date, time, and location of the test along with a copy of those students scheduled. **It is then the responsibility of the instructor to provide each candidate who has been scheduled with a copy of this notice.** Instructors should **not** give the students a test date until they have received this notice from HOC, and candidates should **never** be told to "just show up" at the test site. Only approved candidates will be allowed to test. Attachment C is a sample of an "Approval to Test Notice," and attachment D is the new exam schedule for July 1998 to June 1999.

It is the responsibility of the instructor to provide each candidate on the roster with a copy of the "Approval to Test Notice."

Change in Employment Verifications: In the past, adult care homes verified employment for certified nurse aides every six months. A policy change now requires reporting just once per year. Beginning January 1999, LTC facilities will report employment of certified nurse aides for the previous 12 months. Thank you to the facilities which reported employment verifications for the period of July 1, 1997 to December 31, 1997. **Employment verifications were due January 31, 1998.**

90-Hour Home Health Course: The 90-Hour Home Health Course is increasing in popularity. Five courses have been approved, and there are rumors of more. Sponsors of the 90-Hour HHA course report seeing students who are only interested in home health.

60-Hour CMA Course - Challenges: Educational institutions which sponsor the 60-Hour CMA are required to determine whether a challenge candidate meets the requirements for taking the CMA test. Schools need to evaluate the candidate's education for equivalency to their requirements. If the education is equivalent and they are an active and current CNA in Kansas, the candidate can be scheduled to test.

60-Hour CMA Course: HOC would like to encourage eligible sponsors of these courses to increase the number available. HOC has received inquiries from aides who are looking for courses and are unable to find any for several months.

Course Changes and Cancellations: Please inform HOC of any course cancellations or postponements, and any changes of instructor, clinical site, dates of the course, class times, etc. It is very important that HOC has an accurate record of approved courses. Starting and ending dates of courses are extremely important since testing is based on these dates. To make a change, cancellation or postponement, please detail the changes in a letter to HOC prior to making any changes.

Mail all Correspondence: HOC prefers receiving all correspondence by mail. The fax machine on the floor is shared with several departments and may be inaccessible for prolonged periods.

Prohibition of Charges: According to Federal Regulation [42 CFR Ch. IV (10-1-96 Edition) 483-152 (c)(1),(2)] "No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials)." In addition, if a nurse aide receives an offer of employment within 12 months of the course, the nurse aide must be reimbursed for the cost of the course.

Certification Results So Far for FY 1998: HOC has certified over **3,000 nurse aides**, over **800 home health aides**, and recertified over **1,000 medication aides** in the first eight months of fiscal year 1998. In addition, there have already been over **16,000 inquiries** to the Kansas Nurse Aide Registry.

Use of Restraints by State: The Wisconsin Association of Homes and Services for the Aging prepared the following statistics using HCFA data. The statistics reflect the percentage of nursing home residents physically restrained for the year January 1, 1996 to December 31, 1996. Kansas ranked third lowest with 6.3% behind Iowa (3.7%) and Nebraska (3.4%). Kansas came in just ahead of Missouri which had 8.5% of residents being physically restrained. The 6.3% for Kansas represents a 8.8% decrease in use of restraints from 1993. Neighboring states also saw a decrease in this figure since 1993. Missouri's figure is down 9.4%. Iowa's is down 4.5%, and Nebraska is down 6.8%.

Licensure Issues:

Dietitians, Speech-Language Pathologists/Audiologists, and Adult Care Home Administrators: Please send in requests for subsequent approval of continuing education before sending in license renewal applications. The time allowed for processing license renewals does not allow time for processing subsequent approvals of continuing education, and will delay the issuing of your license. Subsequent approval requests should be sent in immediately following the event. To save time and effort, HOC recommends attending prior approved programs. If a program has not yet been prior approved, please ask the sponsor to call Heidi Collins at (785) 296-6796 for more information.

HOC recommends attending prior approved programs.

Prior Approved Programs: HOC is encouraging sponsors to prior approve programs! With Adult Care Home Administrators renewing their licenses in June and Speech-Language Pathologists/Audiologists renewing in October, HOC anticipates licensees will need a few last minute hours. Having a program prior approved also makes it more marketable. HOC receives several requests per week asking for a listing of upcoming programs. When this happens, HOC sends the list of prior approved programs to the licensee; thus, passing the word on to more people.

When sponsoring a Kansas prior approved program for dietitians, speech-language pathologists/audiologists, or adult care home administrators, please submit a completed "*Program Application for Prior Approval of Education Clock Hours*" with program content, objectives, and time frame/agenda attached. Applications are to be submitted three weeks prior to the program. Attachment E is a copy of a prior approval form. For more information, please contact Heidi Collins at (785) 296-6796.

For those who have received prior approval for programs in the past, please remember that HOC is **no longer** recording hours for licensees; therefore, attendance rosters no longer need to be sent to HOC. Please issue each Kansas licensee attending the program a certificate containing: the unique prior approval number, sponsor's name, program title, presenter, site, date, name of licensee, and the total number of CE clock hours earned by the licensee.

Please remember that HOC is no longer recording hours for licensees.

Licensure Results So Far for FY 1998: HOC has renewed over **600 Speech-Language Pathologists/Audiologists**, over **340 Dietitians**, and over **100 Adult Care Home Administrators**.

Adult Care Home Administrator Candidates: NAB has a new study guide to help candidates prepare to sit for the nursing home administrator licensing exam. Attachment F is a list of publications available from NAB.

Miscellaneous:

HOC Prepares for the Future: HOC has been preparing for its move to a paperless office. Scanning all documents on an optical disc imaging system will be the norm. To do this, computers have been upgraded, screens enlarged, a new database is being developed, and an internal work committee established.

Operator Courses: Operators of assisted living facilities or residential health care facilities with fewer than 61 residents, home plus, boarding care homes, or adult day care facilities need to take a state approved course and examination. In the past, these courses have been few, but recently, HOC has approved several new sponsors for these courses. If you would like to attend one or would like to learn more about sponsoring an operator course, call (785) 296-0058 or (785) 296-6796.

New Staff Members at HOC: Three new staff members have been hired since the last update. Marla Rhoden has been hired as the Health Program Analyst. She is working on legislative issues, credentialing applications, and the changing computer system. Heidi Collins was hired as the Education Certification Specialist. She is approving courses, sponsorships, and CE's. Sarita Everett was hired in a new office assistant position for the criminal background check program. She is busy learning (along with the rest of us) this new procedure, new computer program, and new forms.

Retirement: Patricia Dismukes has tendered her resignation as of September 4, 1998. Ms. Dismukes has more than twenty years experience, primarily in the area of adult care home administrator licensing. Her wealth of knowledge and experience will be sorely missed by her colleagues at HOC.

State of Kansas Official Holidays: HOC and the Kansas Nurse Aide Registry will be closed for these 1998 official holidays.

Memorial Day	Monday, May 25, 1998
Independence Day	Friday, July 3, 1998
Labor Day	Monday, September 7, 1998

Veterans Day	Wednesday, November 11, 1998
Thanksgiving	Thursday and Friday, November 26 & 27, 1998
Christmas	Friday, December 25, 1998

How to Reach HOC? Customer service is important to HOC. For the best possible response to questions, use the phone numbers listed below to reach the person who can best answer the question.

Questions or Inquiries about:

- license renewal, reinstatement, or verification? - Pat Dismukes: 785-296-0061.
- course approval or continuing education for licensees? - Heidi Collins: 785-296-6796.
- test scheduling for aides or challenging an aide test with higher education? - Betty Guffey: 785-296-1250.
- medication aide update? - Kelly Schreiner: 785-296-0060.
- instructor approval, interstate or reciprocity for aides? - Dolores Staab: 785-296-0059 after 3:00 pm.
- education policy? - Martha Ryan: 785-296-0058.
- having our forms on disk? Or have an open records request? - Brenda Nesbitt: 785-296-1284.
- our forms or not sure who to call? - Kyle Pelton: 785-296-0056.

Want to see our web site? Check out: www.state.ks.us/public/kdhe/bacc/hocu.html

Need to fax HOC? Our number is (785) 296-7025.

Need to mail to us?

Health Occupations Credentialing
Mills Building, Suite 400-B
109 SW 9th Street
Topeka, KS 66612-2218

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
HEALTH OCCUPATIONS CREDENTIALING
FOLLOW-UP EVALUATION
EXCEPTION TO THE BAN ON NURSE AIDE TRAINING**

Name of Facility: _____

Name of Administrator: _____

Course Dates: _____ to _____

Number of students enrolled in the class: _____

Number of students who successfully completed the course: _____

Comments/Feedback/Observations

1. Instructor Feedback (to be completed by the instructor):
 - a. Describe any concerns you reported to the facility regarding facility staff using techniques which differed from clinical standards.
 - b. Describe how the concerns were resolved.
 - c. Any other feedback or comments regarding this class?

2. Facility Feedback (to be completed by the facility representative):

a. Describe any incidents where you or your staff observed the instructor or students using techniques which differed from clinical standards.

b. How were these concerns resolved?

c. Any other feedback or comments regarding this class?

d. Did the course lead to any improvements in facility practices?

Instructor Name (Please print)

Signature

Date

Facility Administrator Signature

Date

Return within 10 days of course completion to:

Health Occupations Credentialing, 109 S.W. 9th St., Suite 400B, Topeka, KS 66612-2218

Frequently Asked Questions - Criminal Background Checks **KSA 39-970 and KSA 65-5117 - UPDATED 5/28/98**

1. Can we (operators of Kansas licensed adult care homes or home health agencies) begin sending in this information right away?

Operators are notified by KDHE according to a predetermined county grouping method. If you have not received notice by June 15, please feel free to contact this office.

2. Do we have to send all employees names at once?

No, but sending in names now will help in the collection of data and may reduce costs over time.

3. How quickly can we expect a response?

That is unknown due to factors beyond anyone's control. Each person has a different background, and depending on the ability to provide KBI with accurate identifying data, running a name check can occur within days or months. Their data is cumulated by reporting across the state from court documents; thus, the accuracy of data contributed is as critical as the accuracy of data against which it is checked. Abstracts are sent to KDHE when there is a "matched" record. A determination is made according to interpretation of the law; notice is provided to the operator who submitted the request.

KDHE will only notify the operator if there is a positive match and the individual is prohibited under the conditions of the law.

The law addresses a provisional employment under subsection (d) . . . a person who operates an adult care home may hire an applicant for employment on a conditional basis pending the results from the department of health and environment.

4. What do we do if we get notice that someone has a prohibition, and they are already employed?

Compliance with the law indicates that "on or after July 1, 1998, no person shall knowingly operate an adult care home if, in the adult care home, there works any person who . . ."

The law provides for civil liability protections under subsection (d) . . . "no adult care home, the operator or employees of an adult care home or an employment agency, or the operator or employees of an employment agency, shall be liable for civil damages resulting from any decision to employ, refuse to employ, or to discharge from employment any person based on such adult care home's compliance with the provisions of this section if . . . [acting] in good faith to comply with this section."

5. What will KDHE do if they find we have someone with a prohibition employed? How will KDHE enforce this and what measures will be taken if a home is found noncompliant?

Enforcement will follow regular survey protocols. This means that the operator must have a procedure in place to request criminal background checks of KDHE. If a notice of prohibition is

generated based upon criminal conviction which would prohibit employment, the operator will be sent an original and a designee within the survey and certification operations of the Bureau will also be notified. Periodic checks will be made to determine the employment status of any person for whom the department has issued a prohibition of employment notice. In addition, HOC will provide monthly lists by survey region of those operators which have not submitted any requests for KBI background. In this way a general monitoring will be made of operator compliance.

After July 1, 1998, the following enforcement steps may be taken:

- ▶ **Failure to request KBI check on (eligible) employees:**
correction order and/or higher-level enforcement
- ▶ **Repeated failure to request KBI check on eligible employees:**
correction order, civil monetary penalty and/or higher-level enforcement
- ▶ **Continued employment of a prohibited person:**
immediate jeopardy / immediate state civil monetary penalty (depending upon circumstances)

6. Can't KDHE just bill us for this service or can't we just pay quarterly?

No, the legislation did not provide for this type of service. However, alternatives will be considered. Any proposed alternative must demonstrate neutral cost to the state or cost savings.

7. How was the fee determined?

The legislation authorizes KDHE to collect a fee equal to cost. The fee is what it costs KDHE to establish the program including reimbursement to the KBI. Certain specific interpretations had to be negotiated to keep the costs down for the industry; for example, the law addresses KBI being reimbursed for "names" not "persons."

8. How much of that goes to KBI?

KBI has agreed to complete the background checks on each person for \$3.75. This will be revisited as appropriate.

9. If we are currently using a service or KBI directly do we have to switch to KDHE?

Yes. The operator is responsible for not employing anyone who has history of prohibited offenses. The law specifies that KDHE accesses criminal history information through KBI records. Most other sources, services, including the KBI, would not have accessed juvenile records. Under these laws, certain juvenile convictions would constitute a prohibition of employment, which is one reason for accessing information from KBI through KDHE.

10. Can Department of Human Resources information be substituted?

No. The statute requirement is specific to determinants under the law and cites KDHE as the conduit for the information. There is no reference to the Department of Human Resources or its information.

11. If a prospective employee fills out the form, does that automatically allow for consent?

This is the responsibility of the requester. You should seek your own legal counsel.

12. When will there be regulations?

The statute provides adequate directives to implement the program. Regulations will be written as appropriate.

13. What is the legality of asking these questions or requiring this information?

A statute requires it, making it legal. Statutes are presumed to be constitutional until successfully challenged in the courts.

14. What right does a prospective employee have regarding this information (what is submitted, or what comes back)?

Individuals generally have the right to know the content of their records. Consult your own attorney for specific privacy questions. KBI has specific provisions concerning this issue.

15. What responsibility do I have for the information KDHE provides me if I don't hire someone based on KDHE criminal conviction data?

The amendments made to the law during the 1998 legislative session allow for "... The operator of an adult care home/home health agency where the applicant was the subject of such background check may release a copy of such background check to the operator of an adult care home/home health agency where the applicant is currently applying." Dissemination of criminal history record information, with limited exceptions, is prohibited. The retention of criminal history record information is not required.

16. Do I have to maintain a file for this information?

KDHE does not require you to maintain a file of this information. You should seek legal counsel for general file maintenance advice.

17. What kind of security do I have to maintain for a file containing criminal information, for those I hire and those I don't hire?

Generally, the information should remain confidential. Seek legal counsel for specific security requirements.

18. How do we get all aliases?

Obviously, you cannot ever be sure that any information you receive is complete and accurate. You must make reasonable efforts to get complete information.

19. What about “Consumer Directed Services Program” of the state? When a client chooses to use a friend or relative as their caretaker and the person in charge of the hiring decision insist on an individual even though the individual has a record?

This program refers to certain in-home health care services which may be coordinated or reimbursed by state or federal health care funds. The statute does not make an exception for this circumstance. Prohibited persons are prohibited.

20. How do operators handle agency staff?

The law addresses this under subsection (d) . . . any employment agency which provides employees to work in the adult care home [must provide] written certification that such employees are not prohibited from working the adult care home under this act. The department is receiving and will process requests from employment agencies. The requestor will be notified of any matches of prohibited offenses.

21. What about convictions in other states or federal crimes?

The law states, under subsection “(d) . . . for the purpose of complying with this section, information relating to convictions and adjudications by the federal government or to convictions and adjudications in states other than Kansas . . . until the secretary determines [that] . . . such information could reasonably be . . . obtained within a two-week period.”

The law is constructed such that it is the *operator’s* responsibility to not employ anyone with a prohibited conviction. Therefore, if an operator has evidence or can obtain evidence that the person would be prohibited, it is his or her responsibility to comply with the conditions set forth in law. ***This includes any sources outside the jurisdiction of KDHE and the KBI.***

22. Are administrators exempt?

Yes, they are from this requirement. However, there are other laws which require background checks under the licensing board’s policies.

23. If an employee’s name is sent in for background check, and maintains employment, do they have to be checked again?

It is the responsibility of the operator to comply with the conditions of the law. Frequency of rechecks is up to the operator. KDHE will provide the service as indicated by law. Under the **ACTION (A**ddult and Child Care **C**ustomer **T**racking **I**nformation **O**nline **N**etwork) system, the previous requests and results will be documented. Therefore, KDHE will have a record of the date of request on names previously submitted and any results. Throughout the next year, this information will be integrated into the Health Occupations Credentialing Registry. This information will be available on certified staff upon contact to the Kansas Nurse Aide Registry on or before **July 1, 1999**. KDHE will also be implementing a method of direct fax mailing of inquiry results on or before July 1, 1999.

24. If we fire someone because of the background check, does that count against the facility for unemployment insurance purposes?

This question should be brought to the Department of Human Resources.

25. What does a facility do if several employees come back with prohibitions . . . how can we continue to provide services if we have to immediately fire several employees?

The law is specific concerning the operator's responsibilities. To knowingly continue to employ a person with a prohibited offense after a background check would be in violation of the law.

26. Does this apply to long-term care units in hospitals?

The law applies to any *licensed adult care home* (or home health agency) in Kansas. It does not apply to licensed hospitals.

27. What about residential care or assisted living facilities which are not required to have an administrator?

The law specifies that operators of an adult care home (or home health agency) "shall not operate if there works a person with a prohibited offense" in that facility (or home). It is the *operator's* responsibility to request background checks. An "operator" of a residential care or an assisted living facility is checked upon request for licensing of the facility. This occurs under separate statutory requirements.

28. Since this information is coming to KDHE through the registry (Health Occupations Credentialing), do we have to check only through the registry?

No. At this time a database is being developed which will incorporate the information received from background checks into the KNAR (registry) database. They are not the same, however. Criminal background checks will only be received in writing and must be accompanied by payment of the associated fees. *In the future*, if a person on the KNAR has had a background check within the past year, that information will be made available to the facility, thus eliminating the need for submitting the paperwork and fee. Operators of adult care homes and home health agencies will be notified of this option when it is available. *Please note item #23 above.*

29. If a facility has already been doing background checks, but not all elements that are included have been checked, does that mean we have to check them all over again?

The law is specific about the prohibitions. If the information previously accessed did not include those items (juvenile records, as an example), then you must check those in order to be compliant with the law. The substitute for House Bill 2972 which passed during the 1998 legislative session, eliminated other non-criminal background requirements.

30. The statute refers to “anyone who works” in an adult care home . . . what about the person who mows the lawn, or a contractor who does plumbing or painting, does the law apply to them?

This is interpreted to mean anyone who regularly works, not including an incidental or emergency repair person or episodic contract labor. If there is any doubt as to whether a person is covered by the law, a background check should be conducted.

31. Under the exemption for volunteers, does that include persons who are doing community service for a diversion or criminal conviction?

It is the position of the department that any operator who allows community service for a diversion or criminal conviction should carefully analyze the benefit or risk to the residents or client. The operator should be provided with adequate information from the person’s court representative that would demonstrate that the person would not be subject to prohibition under the law if employed. Again, this is an administrative judgment on the part of the operator.

32. What if you have an employee who has been employed more than five years, has a prohibited conviction and you know it; what do you do?

The law exempts persons employed in the same facility/agency for five consecutive years prior to July 1, 1997. ***This is an administrative judgment on the part of the operator.***

33. How many states are working on this issue?

Exact counts are not known. Anecdotal reports indicate several states have similar types of provisions. Each state has different legal coding systems thus making interstate comparisons quite laborious.

34. What if you hire someone who has had a criminal background check in another state? Does that work for Kansas?

No. There would not be Kansas criminal records information obtained. However, if you have information from another state that suggests that the person has a prohibited conviction from the other state, then that person is prohibited from employment.

35. What about facilities on the state borders, does a background check in Missouri work for Kansas?

No, it does not (due to the reasons cited above). ***Operators should always make reasonable effort to gather and assimilate background information and references on any prospective employee.***

36. Can a facility charge the employee for the cost of the background check?

The law does not address that. Check with your legal counsel or Department of Human Resources.

37. How do you identify a person's race --you don't have Hispanic or Mexican as choices?

The race categories are in accordance with standards conveyed by the KBI. Accordingly, Hispanic, Spanish or Mexican is considered an ethnicity (not race). The person for whom the background check is performed should be identifying his or her own race category.

38. If we've already been doing background checks--say we started sending them in directly to KBI or another service provider last fall when we heard about the law--do we have to repeat all of those we've already paid for?

The intent is to have a single-source for accessing criminal records history information, which the law identifies as KDHE and KBI. Part of the rationale for this requirement is standardization of record information. What may be accessed through county law enforcement or an independent agency does not include juvenile records. Under the current law, select juvenile convictions (history) would result in prohibition of employment.

39. What exactly is the employment date that allows long-term employees to be exempt?

Those employees who have had continuous employment on or before July 1, 1992 are not subject to the background check requirement.

40. Do we have to check all our employees annually?

No. There is not an annual requirement. However, if a facility or agency sends in requests on employees annually, KDHE will process the request.

41. Are drug offenses prohibited under the law?

No. The main prohibitions are those convictions dealing with crimes against persons, sexual crimes, and crimes affecting family relationships.

42. Do we mail the payment to KBI since they are charging for the background checks?

No. You are only obligated to pay \$7.50 per person directly to KDHE. KDHE will take care of the payment to KBI.

43. Do you have a list of all the prohibited convictions?

KDHE is working from a grid developed within the Office of Legal Services and the Secretary's Office. However, facilities or agencies do not have to sort through that level of detail. When a possible matched record is found, research will be conducted and confirmation of the conviction data and the prohibited conviction will be made by the department staff. This confirmation will be the basis of the response notifying the requesting entity. There is the protection for conditional employment and the

protection of liability for employment actions for the operators. KDHE will analyze the report based upon the law; the requestor will not be required to analyze the criminal convictions/prohibitions.

44. Can we go ahead and send in all our licensed nursing staff, even though they are exempted?

No. This law does not allow KDHE to perform KBI background checks on licensed health care professions. If you wish to pursue this, please contact the licensing board of that profession. (This includes such professions as nurses, social workers, psychologists, physical therapists, speech therapists, audiologists, physicians and the like.)

45. Does this law apply to the hospital long-term care units, or assisted living or residential care facilities?

The way to know what facility must comply with this law is to answer the following questions:

- ▶ Is the facility licensed under the Kansas Adult Care Home Act or Kansas Home Health Licensure Law? (Yes—the law applies)
- ▶ Is the facility licensed as a Kansas Hospital or Medical Care facility? (No—the law does not apply)

In addition, remember that this is a KANSAS LAW—it is not part of federal reimbursement programs such as Medicare or Medicaid.

46. We are an Area Agency on Aging and provide some services in the home—do we have to comply with this law?

Refer to question 47. The law pertains to operators of licensed adult care homes and home health agencies. If you have further **questions, contact your AAA administrator or the Kansas Department on Aging.**

47. Can we get a copy of the form to use now?

Certainly. Just call (785-296-0056 or 785-296-1281) for a sample copy. We will be placing the form on the HOC home page on the Internet, also. The HOC address is:

www.state.ks.us/public/kdhe/bacc/hocu.html

APPROVAL TO TEST NOTICE

Dear Candidate:

This is to inform you that you are scheduled to take the Nurse Aide and/or Home Health Aide test.

LOCATION:

Wichita AVTS
ADDRESS

DATE:

September 6, 1997

TIME:

8:45 a.m.

You must be on time or you will not be allowed to test. Picture I.D. Is required for admittance. You will also need documentation that has your social security number on it.

INTERSTATE AND ALLIED HEALTH CANDIDATES:

Application Approval Date

Effective October 1, 997, this form replaces the Identification Examination Slip.

Candidates **must** present two forms of identification, one being picture I.D., to be allowed to sit for the examination for certification as nurse aide and/or home health aide. Candidates **must** be at the examination site on time. Candidates arriving late will not be allowed to take the examination. This will result in contacting the Kansas Department of Health and Environment at (913) 296-1250 to reschedule the examination date to the next available date.

[illegible]

GREAT BEND, Barton County Community College, Fine Arts Seminar Room, F-30, 245 N E 30th Road, (316-792-9324). Room capacity 50.
1998 August 5, September 2, October 7, December 2
1999 January 6, March 3, May 5, June 2
Wednesday: 9:00 a.m.

HAYS, First United Methodist Church, 305 W 7th, (785) 625-3408. Room capacity 50.

1998 July 8, August 5, September 2, October 7, November 4, December 2

1999 January 6, February 3, March 3, April 7, May 5, June 2

Wednesday: 1:45 p.m.

KANSAS CITY, Kansas City Area Vo-Tech School, Nursing Dept., 2220 N 59th, (913-596-5500). Room capacity 50.

1998 July 9, August 6, September 3, October 1, November 5, December 3

1999 January 7, February 4, March 4, April 8, May 6, June 3

Thursday: 8:45 a.m. & 12:45 p.m.

A Friday morning examination setting following the regularly scheduled examination date is tentatively reserved pending class enrollment.

LIBERAL, Southwest KS Technical School, Room 18, 2155 N. Kansas (316-626-3819). Room capacity 36.

1998 July 9, August 6, September 3, October 1, November 5, December 3

1999 January 7, February 4, March 4, April 8, May 6, June 3

Thursday: 12:45 p.m.

MARYSVILLE, City Building, Community Room, 209 N 8th, (785-562-5331) Room capacity 50.

1998 July 8, August 5, September 2, October 7, November 4, December 2

1999 January 6, February 3, March 3, April 7, May 5, June 2

Wednesday: 12:15

OVERLAND PARK, Johnson Co. Community College, Testing Assessment Services, Science 212, 12345 College Blvd. (913) 469-8500 Room capacity 35

1998 July 9, August 6, September 3, October 1, November 5, December 3

1999 January 7, February 4, March 4, April 8, May 6, June 3

Thursday: 8:45 a.m.

PRATT, Pratt Community College, Student Conference Center 312, Highway 61 (316-672-5641). Room capacity 35.

1998 July 8, August 5, September 2, October 7, November 4, December 2

1999 January 6, February 3, March 3, April 7, May 5, June 2

Wednesday: 1:45 p.m.

SALINA, Salina Area Vo-Tech School, Administration Building, Room R-14, 2562 Scanlan Ave. (785-825-2261). Room capacity 40.

1998 July 8, August 5, September 2, October 7, November 4, December 2

1999 January 6, February 3, March 3, April 7, May 5, June 2

Wednesday: 1:15 p.m.

TOPEKA, Kaw Area Vo-Tech School, Basement Conference Room, 5724 Huntoon, (785-273-7140). Room capacity 50.

1998 July 6,7; August 6*,7*; August 31, September 1; October 5,6; November 2,3; December 7,8;

1999 January 4,5; February 1,2; March 1,2; April 5,6; May 3,4; June 7,8

Monday: 8:45 a.m. & 1:15 p.m.

Tuesday: 8:45 a.m.

* At Washburn University: **Thursday** 8:45 a.m. & 1:15 p.m. and **Friday** 8:45 a.m., Petro Allied Health Center, Room 220, 19th and Washburn.

WICHITA, Wichita-Sedgwick County Health Department, East Auditorium, 1900 E. 9th (316-268-8401). Room capacity 50.

1998 July 9,10; August 6,7; September 3,4; October 1,2; November 5,6; December 3,4;

1999 January 7,8; February 4,5; March 4,5; April 8,9; May 6,7; June 3,4

Wednesday 8:45 a.m.

Thursday 1:15 p.m.

Friday 8:45 a.m. & 1:15 p.m.

A Wednesday morning examination setting preceding the regularly scheduled examination date is tentatively reserved pending class enrollment.

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
Program Application for Prior Approval
of Education Clock Hours

CHECK ONE: ☐ Administrator ☐ Dietitian ☐ Speech-Language Pathologist-Audiologist

ONE APPLICATION PER PROGRAM

Program Title _____

Location	Dates	Agency Use Only
1.		Approval #:
2.		Approval #:
3.		Approval #:
4.		Approval #:
5.		Approval #:
6.		Approval #:

Name of Sponsor _____

Address of Sponsor _____
Street City State Zip

Program Coordinator _____ Phone Number () _____

ATTACH OBJECTIVES, COURSE CONTENT, AGENDA **ATTACH INSTRUCTOR QUALIFICATIONS** (i.e., vita)

Continuing education clock hours exclude time spent on registration, breaks, and lunch. Clock hours are awarded in full hour or half-hour increments only for actual continuing education contact time. Individual sessions of fifty minutes of instruction will qualify for one hour, twenty-five minutes for one-half hour. Approval shall not exceed actual clock hours of instruction.

Day 1:	From _____ am/pm to _____ am/pm	Date _____	CE Hours Requested _____
Day 2:	From _____ am/pm to _____ am/pm	Date _____	CE Hours Requested _____
Day 3:	From _____ am/pm to _____ am/pm	Date _____	CE Hours Requested _____
Day 4:	From _____ am/pm to _____ am/pm	Date _____	CE Hours Requested _____
Day 5:	From _____ am/pm to _____ am/pm	Date _____	CE Hours Requested _____

Continuing Education Clock Hours Requested _____

TOTAL _____

☐ **ADMINISTRATOR**

A. Administration

Core of Knowledge Subject Areas 1, 2, 3, 8, 9

B. Resident Care

Core of Knowledge Subject Areas 4, 5, 6, 7

C. Electives

Core of Knowledge Subject Area 10

Maximum Hours Available

☐ **SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**

☐ **DIETITIAN**

Sponsor Agrees To:

1. Attach the program content, objectives, and time frame agenda to application. ***Incomplete applications will be returned.***
2. Issue a certificate of attendance/completion to each licensee who attends the program. The certificate will include the sponsor's name and KDHE approval number; the program title, presenter, site, and date; the name of the licensee; and the total number of CE clock hours earned by the licensee.
3. Notify KDHE in case of program rescheduling, cancellation, or change of instructors.

I verify that the information contained in this application and attachments is accurate and I agree to provide the documentation and notification listed above.

Program Coordinator Signature

Date

Address, City, State, Zip Code

Send completed form and attachments to:

Health Occupations Credentialing
Kansas Department of Health and Environment
Mills Building, Suite 400B
109 SW 9th Street
Topeka KS 66612-2218

AGENCY USE ONLY

____ Approved

____ Approved as Modified

____ Disapproved

____ Change in Core Area

____ Change in Clock Hours

____ Other: _____

Reviewed by: _____ Date _____

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